

University of Connecticut  
JOB OPPORTUNITY  
Secretary 1

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list and lateral transfer

**Location:** Storrs, CT 06269

**Job Posting No:** 2013564

**Hours:** Monday – Friday, 8:00am to 5:00pm

**Salary:** \$18.71/hour

**Closing Date:** Friday, May 17, 2013

The University of Connecticut, Department of Student Services and Advocacy is seeking applications for a permanent, full-time Secretary 1. This position is responsible for overseeing front office operations as well as scheduling and prioritizing the office workflow. The successful candidate should have considerable knowledge of office systems and procedures. Additional responsibilities include: greet and assists visitors, answer multi-lined phones, screen and research calls and forward calls to appropriate staff or department. Also, schedule appointments in Outlook for staff; assist in the administrative process of Voluntary Separation Notices, Readmission, STELF and Finals; maintain status of equipment and supplies including maintenance work orders for facilities and office equipment, order office supplies and process purchase requisitions on-line; delivery, pick-up, and distribution of mail. This position will also supervise, train and assign duties to student workers; assist in the updates to the student workers training manual and respond to student absences due to illnesses/emergencies. Other duties as assigned.

**Eligibility Requirement:** Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

**General Experience:** Two (2) years' experience above the routine clerk level in office support or secretarial work.

**Substitution Allowed:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements may apply online using Husky Hire at: [www.jobs.uconn.edu](http://www.jobs.uconn.edu). Candidates should attach a cover letter and resume with the names of three professional references. Applicants with an active Secretary 1 exam score MUST provide State exam information in the online application. **Application deadline is Friday, May 17, 2013.** The University of Connecticut is an EEO/AA employer.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.